



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTING OFFICER (SPECIALIST)

\$3,918 - \$4,906

ACCOUNTING SERVICES BUREAU SACRAMENTO

RESPONSIBILITIES:

Are you seeking a challenging and rewarding accounting position? The Accounting Services Bureau (ASB) is seeking a motivated individual to share their accounting knowledge, experience, and strong communication skills with the Accounts Receivable team. The ASB strongly encourages professional development and growth and is dedicated to fostering a positive working environment.

Under the general supervision of an Accounting Administrator I (Supervisor), the Accounting Officer (Specialist), performs professional accounting work in the establishment and maintenance of accounts and records as they relate to the accounts receivable process. The incumbent will function as the Department's Billing Specialist who will be responsible for the generation, posting, and reconciliation of the Department's billed accounts receivable transactions. This involves analyzing, researching, evaluating, and performing corrective actions or entries into the Accounts Receivable accounting system, Oracle Financials, the Department's Integrated Database (IDB), and CALSTARS. In addition, the incumbent is required to have knowledge of accounting principles and practices, requires interpersonal skills to effectively communicate both verbally and in writing with departmental staff and private entities.

DESIRABLE QUALIFICATIONS:

- Direct knowledge and experience with State accounting principles, methods, and procedures.
- Knowledge and experience of the principles and practices of CALSTARS.
- Have excellent oral, written, and analytical skills.
- Ability to maintain a courteous and professional demeanor at all times.
- Ability to work independently as well as part of a team.
- Ability to be flexible and able to work in a fast-paced office environment.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Accounting Officer (Specialist) level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

10/27/14 RJ

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

All applicants, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Reginald Justo, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "Accounting Officer (Specialist), PSN # 413-192-4546-033" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Reginald Justo at (916) 492-3351.

FINAL FILING DATE: **Friday, November 7, 2014 - Close of Business (5:00 p.m.)**

NOTE: **Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.**

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

10/27/14 RJ

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
